



# TOWN OF OCCOQUAN

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## BOARD OF ZONING APPEALS MEETING

**January 21, 2025 | 6:30 p.m.**

**1. Call to Order**

**2. Election of Officers**

- a. Nominations and the Election of the Board of Zoning Appeals (BZA)
  - Chairperson
  - Vice-Chairperson
  - Secretary

**3. Approval of Minutes**

- a. January 16, 2024 Meeting Minutes

**4. Action Items**

- a. Request to Set Regular Meeting Date for Annual Meeting

**5. Discussion Items**

- a. Liz Quist Term Expiration and Reappointment

**6. Adjournment**

Liz Quist  
Chair, Board of Zoning Appeals



**TOWN OF OCCOQUAN**  
**BOARD OF ZONING APPEALS (BZA)**  
Meeting Minutes, Annual Meeting  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, January 16, 2024  
6:30 p.m.

**Present:** Board Members Chair Liz Quist, Vice Chair Nick Roper, Secretary Walt Seiberling, Jim Drakes

**Absent:** Vicky Somma

**Staff:** Adam Linn, Town Manager, and Matt Whitmoyer, Deputy Town Manager

## **1. CALL TO ORDER**

Ms. Liz Quist, Chairperson for the Board of Zoning Appeals (BZA) called the meeting to order at 6:32 P.M.

## **2. ELECTION OF OFFICERS**

### **Nominations and Elections**

Ms. Quist opened the floor to entertain nominations for the Officers of the Board of Zoning Appeals for the positions of Chairperson, Vice Chairperson, and Secretary.

Mr. Roper nominated Ms. Quist for Chairperson, seconded by Mr Drakes. There were no other nominations for the position.

**Passed unanimously by roll call vote.**

**Ayes:** Ms. Quist, Mr. Roper, Mr. Seiberling, Mr. Drakes

**Nays:** None

Mr. Drakes nominated Mr. Roper for Vice Chairperson, seconded by Ms Quist. There were no other nominations for the position. Roll call vote was unanimous for Mr. Roper.

**Passed unanimously by roll call vote.**

**Ayes:** Ms. Quist, Mr. Roper, Mr. Seiberling, Mr. Drakes

**Nays:** None

Mr. Drakes nominated Mr. Seiberling for Secretary, seconded by Ms Quist. There were no other nominations for the position. Roll call vote was unanimous for Mr. Seiberling.

**Passed unanimously by roll call vote.**

**Ayes:** Ms. Quist, Mr. Roper, Mr. Seiberling, Mr. Drakes

**Nays:** None

## **3. APPROVAL OF MINUTES**

- a. A motion was made and seconded to approve the minutes for the last Annual Meeting, January 25, 2023. The motion passed unanimously by voice vote.

#### **4. ACTION ITEMS**

##### **a. Set Regular Meeting Date for Annual Meeting**

Mr. Seiberling moved to set the annual meeting date as the 3<sup>rd</sup> Tuesday next year on January 21, 2025 at 6:30 P.M. Board Member Drakes seconded. **Motion passed unanimously by voice vote.**

#### **5. DISCUSSION ITEMS**

##### **a. Walt Seiberling term expiration and reappointment until January 31, 2029 was approved by Town Council and was submitted to the Court.**

#### **6. ADJOURNMENT**

Chair Quist adjourned the meeting at 6:37 P.M.



# TOWN OF OCCOQUAN

## BOARD OF ZONING APPEALS

### Agenda Communication

<b>4. Action Items</b>	<b>Meeting Date:</b> January 21, 2025
<b>4A: Request to Set Regular Meeting Date for Annual Meeting</b>	

**Submitted by:** Matt Whitmoyer  
Management Fellow

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**Explanation and Summary:**

This is a request to set a regular meeting date for the BZA's annual meeting. Town Code Section 33.24 requires that the BZA conduct an annual organizational meeting during the month of January. This is a request to set a regular date for this meeting.

**Staff Recommendation:** (1) 3rd Tuesday of January, 6:30 p.m. (before Town Council meeting)  
Or (2) 2nd Tuesday of January, 7:00 p.m. (no Boards currently meet on this day of the week)

**Proposed/Suggested Motion:**

"I move to set the regular annual organizational meeting date for the BZA's annual organizational meeting for the \_\_\_\_\_ of January."

OR

Other action the Board of Zoning Appeals deems appropriate.